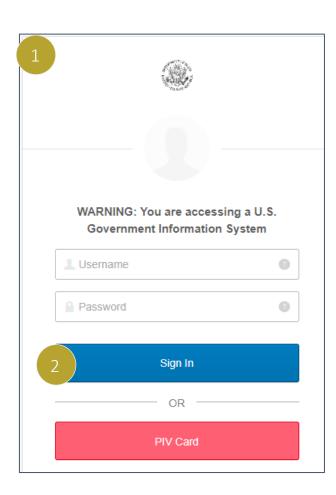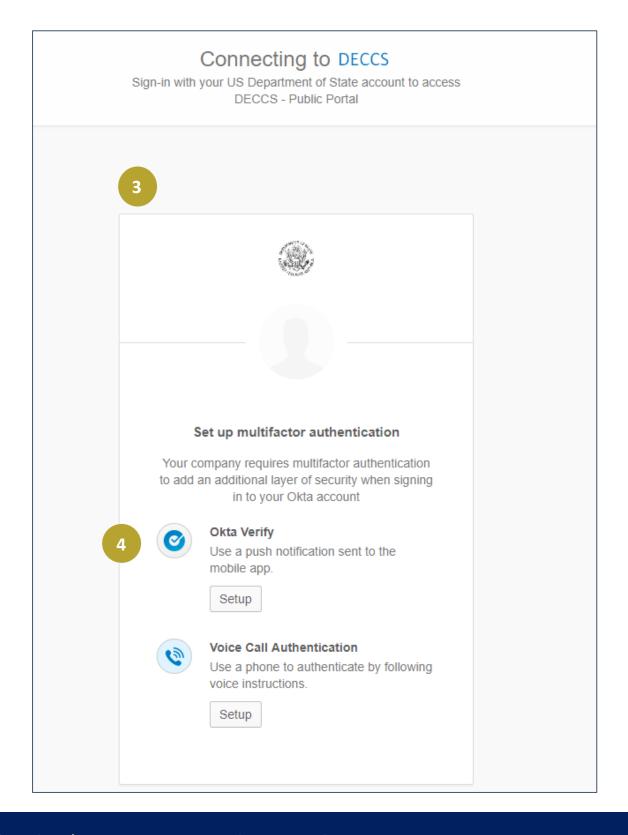### Initial Log in to DECCS & Setting Up MFA

1. Navigate to the DECCS Industry Service Portal and select Log In:
   https://deccs.pmddtc.state.gov/deccs

2. Sign in using the username/email you entered during enrollment.

3. A new webpage displays to set up multifactor authentication (MFA).

4. Determine the form of MFA you would like to use by selecting "Setup" under the preferred choice. Both authentication factors can be setup to use interchangeably as preferred.

   - **Okta Verify**: This option uses a push notification sent to a mobile application. Download the "Okta Verify" application on your mobile phone.

   - **Voice Call Authentication**: This option involves entering a phone number where you can receive an automated phone call and verification code in order to successfully log into DECCS.
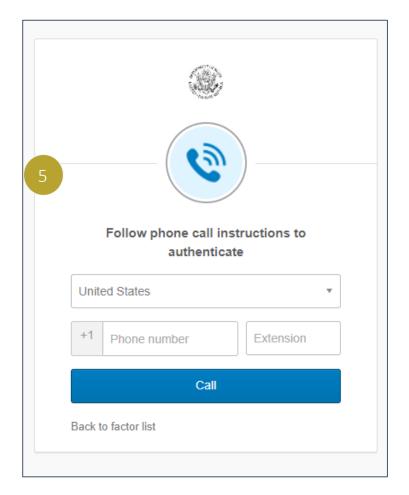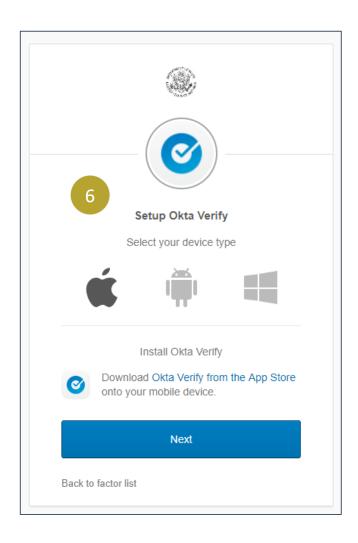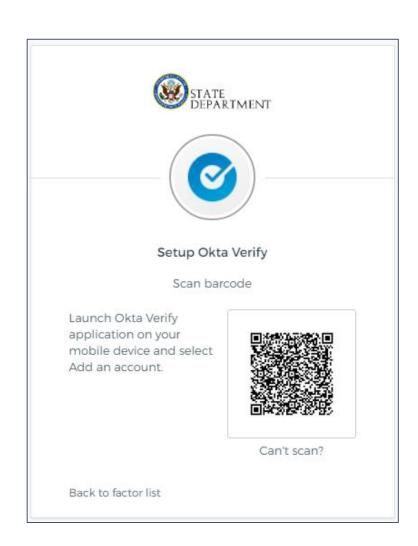
Select MFA preferred option

Depending on your selection, one of two screens will display. Follow the directions on your screen to complete the MFA setup.

5. For validation by phone, enter a number to receive a call from the automated service. Enter the code given to authenticate.

   • Once confirmed, you will not need to enter a phone number with each login, but will receive a phone call with a new validation code. Upon entering the new code and clicking 'Verify', you will be sent to the DECCS Industry Service Portal.

6. For validation through the mobile application, select the device type and select 'Next'. Open the Okta application on the chosen mobile device and select 'Add an Account' to scan the provided barcode.

   • Once confirmed, the user can send push notifications to the selected mobile device with each login. Approving the message on the mobile device will authenticate the user and open the DECCS Industry Service Portal.
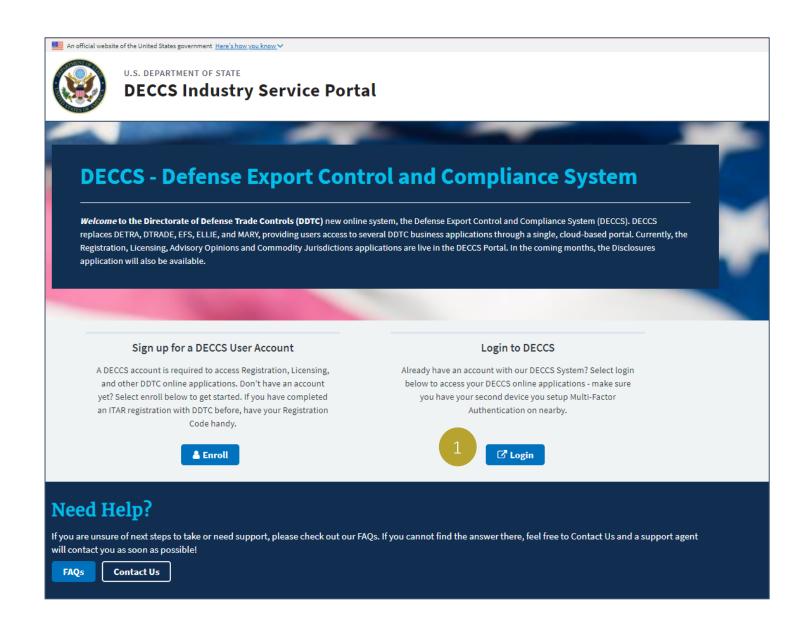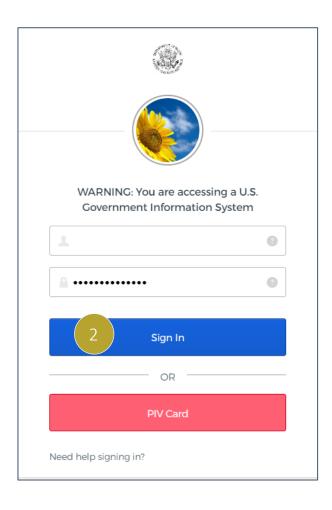

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Logging In to DECCS

1. Navigate to the DECCS Industry Service Portal: https://deccs.pmddtc.state.gov/deccs and select Login (External)
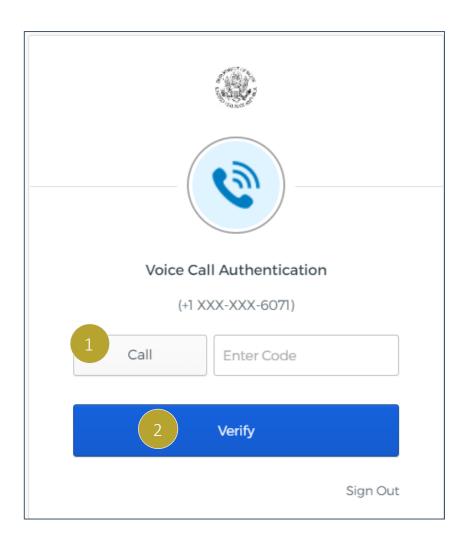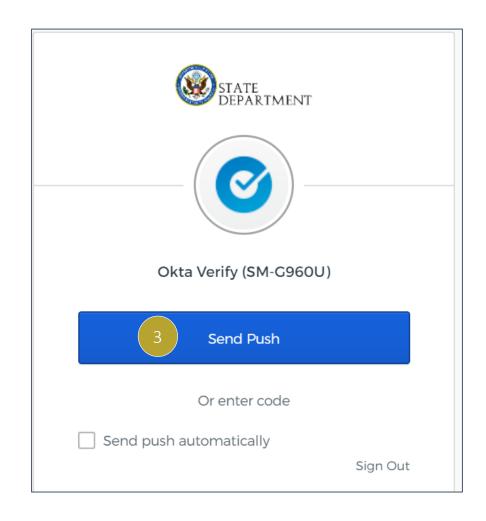
2. Enter your username & password, then select "Sign In"

Logging In Using MFA

1. If using **Voice Call Authentication**, select the "Call" button – and you will get a phone call with the verification code,

2. Enter in the 5-digit code and select "Verify."

3. If you are using the **Okta Verify** Push app, select "Send Push" to generate a code to your mobile device. You will then accept the push on your mobile device.

Accessing and Using the DECCS Industry Service Portal

1. After authentication, the DECCS Industry Service Portal will open.

2. Select the 'Applications' drop-down menu to view the applications available based your profile.